



Name: (block letters as spelled on application)		ID _____
_____	_____	_____
First	Father	Family
_____	_____	_____
Faculty	Class	Major
_____	_____	_____
Tel	_____	
Are you currently registered?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Indicate your graduation year or the last semester you attended the university _____		
MARK THE ITEM REQUESTED		N° OF COPIES
1 <input type="checkbox"/> Transcript of records issue after <input type="checkbox"/> Term grades are available <input type="checkbox"/> Degree award date is posted <input type="checkbox"/> Grade change <input type="checkbox"/> Name change	<input type="checkbox"/> Student Copy <input type="checkbox"/> Official Copy	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate
2 <input type="checkbox"/> Enrollment certificate in English		
3 <input type="checkbox"/> Certificate indicating completion of freshman requirements		
4 <input type="checkbox"/> Statement indicating the official language of instruction at NDU		
5 <input type="checkbox"/> Authenticating a photocopy of a degree (please provide copies)		
6 <input type="checkbox"/> Statement indicating program cost for a new student bank loan		
7 <input type="checkbox"/> Statement indicating credits completed and credits left for graduation <input type="checkbox"/> + credit cost	<input type="checkbox"/> Arabic <input type="checkbox"/> English	
8 <input type="checkbox"/> Certificate showing years spent at NDU	<input type="checkbox"/> Arabic <input type="checkbox"/> English	
9 <input type="checkbox"/> Certificate indicating degree received	<input type="checkbox"/> Arabic <input type="checkbox"/> English	
10 <input type="checkbox"/> Certificate indicating minor program completed	<input type="checkbox"/> Arabic <input type="checkbox"/> English	
11 <input type="checkbox"/> Statement of Fees	<input type="checkbox"/> Fall _____ <input type="checkbox"/> Spring _____ <input type="checkbox"/> Summer _____	
12 <input type="checkbox"/> Enrollment certificate showing courses taken	<input type="checkbox"/> + time schedule	

- 1- A fee is charged for each official and unofficial transcript copy. Fill in the form, pay at the Business Office and return it to the Office of the Registrar.
- 2- No official or non official transcript of students' records may be released without written request and consent of the student concerned.
- 3- Request with incorrect or missing information will be ignored.
- 4- A minimum of two working days is needed for the preparation of requests except at times of registration and graduation when more time is needed.

Date

Signature